



**AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Altech Services, Inc. provides information technology, systems engineering, scientific support, and communication support services.

Special Item No. 132-51 Information Technology Professional Services

**SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES**

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

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Contract Number: **GS-35F-0022N**

Period Covered by Contract: October 10, 2007 through October 9, 2012

General Services Administration
Federal Acquisition Service

Pricelist current through Modification Refresh #30, dated February 13, 2012.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>)



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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. Contractor's Ordering Address and Payment Information:

All orders and payments should be addressed to:

Altech Services, Inc.
1300 S. Meridian, Suite 405
Oklahoma City, OK 73108

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.



The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:
405-604-9809 or 571-499-4150

3. Liability for Injury or Damage

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: **800191215**
Block 30: Type of Contractor – **B – Other Small Business**

Block 31: Woman-Owned Small Business - **No**
Block 37: Contractor's Taxpayer Identification Number (TIN): **86-0721328**
Block 40: Veteran Owned Small Business (VOSB): **No**

- 4a. CAGE Code: 06TP9
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB Destination

- 6. As defined by Task Order

7. Delivery Schedule

- 7a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER
132-51

DELIVERY TIME (Days ARO)
As Defined by Task Order

- 7b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.



8. Discounts:

Prices shown are NET Prices; Basic Discounts have been deducted.

- 8a. Prompt Payment: 0% - N/A days from receipt of invoice or date of acceptance, whichever is later
- 8b. Quantity: **None**
- 8c. Dollar Volume: **None**
- 8d. Other Special Discounts: **None**

9. Trade Agreements Act of 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

10. Statement Concerning Availability of Export Packing:

N/A

11. Small Requirements:

The minimum dollar of orders to be issued is \$100.00.

12. Maximum Order

(All dollar amounts are exclusive of any discount for prompt payment.)

12a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-51 - Information Technology Professional Services

13. Ordering Procedures for Federal Supply Schedule Contracts

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- 13a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- 13b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

14. Federal Information Technology/Telecommunication Standard Requirements:

ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor..

- 14.1 **FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards



(FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

- 14.2 **FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

15. Contractor Tasks / Special Requirements (C-FSS-370) (NOV 2003)

- 15a. **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- 15b. **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- 15c. **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- 15d. **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- 15e. **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- 15f. **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- 15g. **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- 15h. **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.



- 15i. Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- 15j. Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- 15k. Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

16. Contract Administration for Ordering Activities:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

17. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

18. Purchase of Open Market Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.



19. Contractor Commitments, Warranties and Representations

- 19a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
- (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- 19b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.
- 19c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

20. Overseas Activities

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

N/A

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

21. Blanket Purchase Agreements (BPA's)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

22. Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

23. Installation, Deinstallation, Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the



construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

24. Section 508 Compliance.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes ()

No (X)

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.altechsvcs.com

The EIT standard can be found at: www.Section508.gov/.

25. Prime Contractor Ordering from Federal Supply Schedules.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

26. Insurance – Work on a Government Installation (JAN 1997) (FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe;
or



(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

27. Software Interoperability

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

28. Advance Payments

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)



TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. Scope

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. Performance Incentives I-FSS-60 Performance Incentives (April 2000_

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. Order

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. Performance of Services

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed.



Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. Stop-Work Order (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. Inspection of Services

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. Responsibilities of the Contractor

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

8. Responsibilities of the Ordering Activity

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.



9. Independent Contractor

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. Organizational Conflicts of Interest

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

- ### **b.**
- To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. Invoices

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. Payments

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time and materials orders, the Payments under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor hour orders placed under this contract. 52.216-31(Feb 2007)

Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.



(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. Resumes

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. Incidental Support Costs

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. Approval of Subcontracts

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. Description of IT Professional Services and Pricing

See IT Professional Services Offering section



USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Altech Services, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Chris Brandell, 571-499-4150 ext. 2303, cbrandell@tt-llc.com, Fax: 571-499-4153.



BPA NUMBER _____

(Customer Name)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.



IT PROFESSIONAL SERVICES OFFERING

Altech Services Inc. can provide a full range of Information Technology services listed below and can also provide contract workers to support existing opportunities.

To order any of the following types of services a “Requirements Document” or “Statement of Work” needs to be provided to determine the cost of the effort involved.

a. IT Management Functions

Altech Services, Inc. can provide operations services and support provided within the IT infrastructure. These tasks include Problem Resolution; Release Management; Electronic Messaging; Desktop Computing; Database Administration; Application support, Server Hardware and Software Support; Webmaster, Remote Processing Support, Data, Voice and Video Communications including Telecommunications Center, Voice Communications Systems, and Video Teleconferencing.

b. IT Equipment/Infrastructure Planning & Consultation

Altech Services, Inc. can provide the development of short/long range planning, and managing of a sites IT architecture in concert with the goals and requirements of our customers. This consists of operational, systems, and technical architectures creating planning cycles showing migration from baseline year through annual target years to objective year. Our IT resource support includes customer requirements consultation; production of technical proposals; architectural, technical, and administrative review of all IT resources, commercial coordination, troubleshooting, arbitration, and evaluation of new technologies and service providers. The areas of IT resources include, but are not limited to, ADP, telecommunications, audio/visual, and reproduction.

c. Special Projects & Technical Consulting

Special projects & Technical consulting services provide technical guidance and information to both technical and non-technical audiences, reflecting the full range services including, but not limited to: Network operating systems, services network services, Microsoft Exchange, desktop computing, database management, application servers, application programs, web-related services. Technical consulting information provided normally consists of recommendations made on a project basis concerning physical or operational additions or modifications to the existing IT infrastructure or equipment prior to the receipt of funding for implementation

d. IT Services and Support Training

Altech Services, Inc. can provide functional and sustainment training to it's customers. Subject matter to be defined by the customer and a class syllabuses will be developed to meet the specific customer needs. The coordination of classroom training, registration of students, and the dissemination of class content along with written student critique sheets to evaluate course content and presentation are provided A report summarizing all class related critiques are captured and update class syllabuses are revised to reflect data and references to enhance the training program.

e. Network Operating System Migration

Altech Services, Inc. can develop a migration plan for the next generation of desktop and server networking operating systems for it's customers. We act as project lead to coordinate with the



customer to implement the approved migration plan. We can provide direct technical support to customers during migrations of network operating system Software and Hardware. We can configure and integrate network devices and equipment to implement networking print devices and network cards install and configure network server operating systems and server-based applications for new, current and legacy systems.

f. Networks

Altech Services, Inc. can provide planning, design, configuration management, administration, network management, network assets management services in association with the operation and management of the Local Area Network (LAN) and Wide Area Network (WAN) networks. Additionally, this function includes the management of sub-net requirements, IP addressing, registration of IP addresses in the Domain Name Services (DNS) Network equipment and infrastructure includes, but is not limited to, cabling, routers, switches, and associated peripheral and monitoring equipment necessary to support the operation of the networks.

g. Server System, Application and Database Administration

Altech Services, Inc. can provide server system, and customer support for servers. System and application administration can include, system maintenance, creation and maintenance of user accounts, monitoring of system utilization and function, creation and assignment of printer definitions for end users, creation and maintenance of global user groups, creation and maintenance of network shared data resources (shares and folders), creation and maintenance of workstation device definitions within the domain, establishing and monitoring of trust relationships, assignment of file, folder, and share access permissions to maintain operating system security, implementation of patches, problem resolution, new technologies, disk management, system backup and recovery, system monitoring, and web server administration.

h. Database Administration, Server Backup and Restoration

Altech Services, Inc. can define or perform backups of all approved servers, housing all applicable databases, applications, and shared files. A retention schedule can be developed for full backup tapes with incremental backups being done on a daily basis and retained until superseded by full backups. The verification that all data on the backup tapes is recoverable can be performed.

i. Telecommunications Systems

Altech can provide all personnel, equipment, parts, materials, tools, and services necessary to perform operations and maintenance of telecommunications system 24 hours a day, 7 days per week. Specific duties include operations and maintenance on switching system(s), transmission equipment, ancillary equipment, customer premise equipment, inside and outside cable plant functions, and provide recurring support services. Altech also provides hardware and software system upgrades, hardware and software system reconfigurations, enhancement of services, software substitutions, additional communications equipment or facilities or maintenance services for equipment or facilities acquired through other sources or organic resources, and LAN related equipment and services to support base telecommunications requirements.



Altech Services Inc. Job Descriptions

Title: Administrative Analyst

Minimum General Experience/Functional Responsibilities

Formulate scope of services for consultants/contractors per proposals for all areas of requirement and Scope of Work documents, and other consultant contracts and agreements, including recording and distribution of all said documents. Review, record, and verify consultant/contractor invoices, including all change orders and amendments, for accuracy, contractual terms, and project funds available prior to obtaining appropriate approval levels for payment. Provide general support to project team to meet logistics, project coordination, proposal/contracts, and construction office management, including budget and expenditures for office supplies and equipment.

Will perform other reasonable duties as assigned.

Minimum Education:

Five years experience in related field (longer experience in complex hierarchy advisable). Ability to work in a team, prioritize, organize, gather complex data from numerous sources, analyze and synthesize data, decide upon appropriate actions, manage details, follow-through, work under severe time constraints, meet deadlines, and use a personal computer (Windows NT, Excel, Word, etc.) and various software. Strong professional-level written, verbal and interpersonal communication skills.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Administrative Assistant

Minimum General Experience/Functional Responsibilities

Under direct supervision, aids a manager or high-level executive. Duties may include one or more of the following: performs special tasks or studies to improve work flow or simplify reporting procedures; analyzes operating practices of a particular office or department such as record keeping, forms control, performance standards to create new systems or revises established procedures; coordinates collection and preparation of operating reports such as time and attendance records or other statistical records of performance data; prepares reports and recommends solutions of administrative problems. May operate word processing equipment.

Will perform other reasonable related duties as assigned.

Minimum Education:

Two or more years of college with 3 years related experience or 6 or more years experience in the same type of position. Typing skill of 70 wpm or more is desired.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Adv. Trainee Electronics Engineer

Minimum General Experience/Functional Responsibilities

Under direct supervision, provides technical support to internal and external customers, assists in product development and engineering techniques to enhance quality and productivity of electronic, telecommunication, and/or computer systems. Performs assigned engineering analysis and design tasks.

Assists in technical tasks in support of installation and maintenance of many Company products and systems. Assignments include determining input/output processes and working parameters for hardware/software compatibility.

Assignments are generally performed at corporate location, but may be performed at customer site as required. May perform product certification tasks and assignments. Helps in the solution of complex problems.

Will perform other reasonable and related duties.

Minimum Education:

Associates degree, or equivalent, in Electrical Engineering, Electronic Engineering, Electrical Engineering Technology, or similar technical discipline related to the Company products with 2 or more year's related experience or 6 or more years in the engineering field.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Analyst

Minimum General Experience/Functional Responsibilities

Under minimum supervision is responsible for pre-sales and/or post sales support of Company products and systems. Provides technical support in sales presentations and product demonstrations, conducts customer training, and provides solutions to customer application problems. Must be capable of relating the company's products to a particular discipline and giving direction and guidance to customers during the definition and implementation of company products. May be called on to provide technical guidance and direction to lower professionals.

Demonstrates considerable originality and ingenuity to the solution of complex problems. Demonstrates a comprehensive knowledge of principles, theories, and concepts of a discipline specialization. Responsibly exercises a sizable degree of self-direction and decision-making. Interfaces with all areas of the company from manufacturing to accounting. May be an agent and spokesman for the Company in the marketplace.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree in computer science, engineering or a discipline related to a Company's product with 6 or more years of related experience.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Data Transcriber

Minimum General Experience/Functional Responsibilities

Using established procedures, this series covers positions that involve operating or supervising the operations of keyboard controlled machines (such as card punch machines, paper tape recording machines, magnetic tape, or disc encoders, optical character equipment, and computer controlled data entry, update and remote inquiry devices) to transcribe or verify data in a form that can be used in automated data processing systems. The work requires: (1) skill in operating a typewriter, computer or a modified typewriter style alphabetic and numeric keyboard with acceptable speed and accuracy; and (2) ability to understand and apply machine operating and data transcribing procedures. Data transcribing work that is combined with clerical work is covered by this series unless the clerical work requires specialized experience or training that constitutes the paramount qualification requirement of the position.

Will perform other reasonable and related duties.

Minimum Education:

2 or more years of business or similar experience.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Data Base Management Specialist

Minimum General Experience/Functional Responsibilities

Under general supervision, develops, implants, troubleshoots and maintains software applications and management information systems used in such areas as Finance, Accounting, Human Resources, Manufacturing, or customer support organizations.

Assignments require the limited use of independent judgment and the application of programming principles, theories and concepts. Work is reviewed for soundness of technical judgment and overall adequacy and accuracy. Contacts are primarily with immediate management and other employees in the department. May interact with employees in other support or system user organizations.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree in computer science or management information systems or 8 years of Computer system operation with related database experience.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Data Entry Clerk

Minimum General Experience/Functional Responsibilities

Under general supervision performs data entry preparation, inputting data, updating data into spreadsheets, databases and other computer formats. Should gather all available technical data and input it accurately and in an effective manner as defined by the supervisor for each project or contract. Performs special tasks or studies to improve database entry work flow or by simplifying procedures, analyzes data entry practices and forms control.

Will perform other reasonable duties as assigned.

Minimum Education:

Two or more years of college with 3 years general office and clerical related experience. Must be proficient with applications like Excel, Lotus, Access, SQL, etc. and have an understanding of database structures and or 6 or more years experience in the same type of position. Typing skill of 70 wpm or more is desired.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Engineer

Minimum General Experience/Functional Responsibilities

Under general supervision, performs assignments of some complexity in the development of Company products. Assignment will be in one or more phases of the engineering design cycle for the development of hardware products.

Assignments require the application of sound engineering principles, practices and techniques. Limited independent judgment is required in the solution of engineering problems and adaptation of engineering alternatives. Assignments may include some work that is typical of a higher level engineer. Regularly interacts with other engineers in the same or other departments.

Will perform other reasonable and related duties.

Minimum Education:

A Bachelor's degree in engineering with 0-2 years of applicable experience or 8 to 10 years experience in engineering or a technical discipline.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Information Technology Specialist

Minimum General Experience/Functional Responsibilities

This position works under immediate supervision and with detailed instructions applies basic skills in the areas of Applications/Programming, Systems Engineering, Network Analysis, IT Analysis and Equipment and Applications Specialty. Requires knowledge or equivalent experience in the field. Also includes positions in the areas of Equipment and Applications that work independently on smaller projects or segments of larger projects. Requires education and some experience in the field.

Knows and applies fundamental concepts, practices, procedures and existing policies and guidelines in specialized area of information technology.

Tasks range from having some variation and difficulty to having moderate variation and difficulty.

Refers questions and problems to higher levels.

Will perform other reasonable related duties as assigned.

Minimum Education:

Associate degree in computer science with 2 or more years related experience preferred or 8 years related experience. Must have knowledge of technical or scientific programming languages.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Instructor

Minimum General Experience/Functional Responsibilities

Under minimum supervision, designs, develops and evaluates curriculum and individual training course, workshops and specialized training programs for customers in the use of individual or integrated Company software or third party products. An understanding of training products and services such as curriculum, course guides, lab exercises, transparencies, computer assisted instruction programs as well as needs assessment and development process for junior level instructors. Frequently consults with the customer during the development of customer specific training programs, coordination of large training proposals, and evaluation of training delivery systems. An understanding of the customer's operating environment or industry, the ability to communicate technical information through the most effective media, and a high level of understanding of integrated hardware and software systems is necessary. Must be capable of relating the Company's products to a particular industry or workflow and giving training direction and guidance to customers during the definition and implementation phases of projects.

As necessary, participates in the product development process to assess and determine technical characteristics of new technology appropriate for new course content. Classroom instruction typically requires 20% to 35% of time.

Will perform other reasonable and related duties.

Minimum Education:

A Bachelor's degree in computer science with 2 years technical training experience or 6 or more years with related technical training and education experience. Course development, training delivery and evaluation, demonstrated computer software and hardware competence, and strong presentation skills preferred.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Journeyman Electronic Engineer

Minimum General Experience/Functional Responsibilities

Under general supervision, provides technical support to internal and external customer interfaces directly with product development and develops and refines new engineering techniques to enhance quality and productivity of electronic, telecommunication, and/or computer systems.

Performs standard engineering analysis and design tasks, prepares specifications and designs, and performs tasks of system integration or project management. Assignments may include determining system specifications, input/output processes, and working parameters for hardware/software compatibility. Assignments require finding solutions for problems and adaptation of alternatives. Some assignments may include work that is typical of a higher-level engineer. May be assigned projects, which require the application of standard practices and techniques. Interaction with other professionals in other areas of the Company is often required.

Will perform other reasonable related duties.

Minimum Education:

Bachelor's degree in computer science, engineering or a technical discipline with up to 4 years applicable experience or 8 or more years experience working in electronic engineering field.

Individuals performing at this level of competence may be considered for reclassification into this level.



Title: Journeyman. System Engineer

Minimum General Experience/Functional Responsibilities

Under general supervision, performs tasks of system integration or project management, represents the Company in response to customer reported problems. Provides technical support to internal and external customers, interfaces directly with product development and provides solutions to reported problems and answers to questions. Interfaces directly with the customer base or with the regional Company representative who, in turn interfaces with the customer. Communications are performed via the telephone, for the most part, but also in writing (letter, fax and electronic mail). Assignments may include determining and/or developing system specifications, input/output processes, and working parameters for hardware/software compatibility. As a project manager, will be responsible for managing and scheduling of processes to meet internal or contractual commitments. Assignments require finding solutions for problems and adaptation of alternatives. Some assignments may include work that is typical of a higher-level engineer. May be assigned projects, which require the application of standard practices and techniques. Interaction with other professionals in other areas of the Company is often required.

Will perform other reasonable related duties.

Minimum Education:

Bachelor's degree in computer science, engineering or a technical discipline with up to 4 years applicable experience or 8 or more years experience working in an information technology or MIS environment in a technical area.

Individuals performing at this level of competence may be considered for reclassification into this level.



Title: Jr. Engineer

Minimum General Experience/Functional Responsibilities

Under general supervision, represents the company in response to customer reported problems. Provides technical support to internal and external customers, interfaces directly with product development and provides solutions to reported problems and answers to questions. Interfaces directly with the customer base or with the regional company representative, who, in turn interfaces with the customer. Communications are performed via the telephone, for the most part, but also in writing (letter, fax and electronic mail). Performs technical tasks in support of installation and maintenance of a subset of company products. Assignments are generally performed at corporate location, but may be performed at customer site, as required. May perform product certification tasks and assignments.

Assignments required the application of standard practices and procedures in analyzing situations or data from which answers can be readily obtained. Limited independent judgment is required in the solution of problems and adaptation of alternatives. Incumbent is expected to have, or rapidly obtain, knowledge of company products and/or procedures. Incumbent is expected to apply basic principles, theories and concepts to the solutions or problems of limited scope. Incumbent will have contact with other technical personnel within the company and customers using the company products.

Will perform other reasonable related duties as assigned.

Minimum Education:

One to two years of college or trade school in computer science, engineering or a discipline related to company products, with up to 2 years related experience. Knowledge of computer languages using high level coding relevant to assigned products is necessary.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Jr. Technician (Engineering)

Minimum General Experience/Functional Responsibilities

Under direct supervision of the Sr. Technician or Program/Project Manager, this position includes technical positions that require primarily the application of a practical knowledge of: (1) the methods and techniques of engineering or architecture; and (2) the construction, application, properties, operations, and limitations of engineering systems, processes, structures, machinery, devices, and materials.

The positions do not require professional knowledge and abilities for full performance and therefore do not require training in type and scope to that represented by the completion of a professional curriculum leading to a bachelor's degree in engineering or architecture.

The incumbent has the ability to work on assignments that are semi-routine in nature where ability to recognize deviation from accepted practice is required. The incumbent normally receives general instructions on routine work and detailed instructions on new assignments.

Will perform other reasonable related duties as assigned.

Minimum Education:

2 years experience in any discipline of engineering technology.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Principal Engineer

Minimum General Experience/Functional Responsibilities

Provides expert consultation in one or more areas for the design, development and implementation of technical products and systems. Recognized as technical leader and resource. Responsible for all internal activities and product development. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Performs complex on novel assignments, which result in the development of new or improved techniques, procedures, products, equipment and/or engineering methods. Exercises considerable discretion and independent judgment. Recognized by coworkers as a technical leader in a particular field or endeavor. Provides technical guidance to support personnel and lower level engineers. May coordinate the work of a small staff of lower level engineers and technicians. May recommend major technical policies or procedures. On occasion, acts in a liaison capacity with other departments, divisions, product groups and companies.

Will perform other reasonable and related duties.

Minimum Education:

Requires a minimum of a bachelor's degree in engineering and may be expected to have a related master's degree with at least 12 years of related experience. License and certification may be required.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Program Director

Minimum General Experience/Functional Responsibilities

Under minimum supervision, performs pre-sales and/or post sales support of company products and systems. Provides technical support in sales presentations and product demonstrations, conducts customer training, and provides solutions to customer application problems. Must be capable of relating the company's products to a particular discipline and giving direction and guidance to customers during the definition and implementation of company products. May be called on to provide technical guidance and direction to lower level professionals.

Develops solutions to problems, which requires extensive originality, ingenuity and independent judgment. Applies extensive expertise as a generalist or as a specialist plus has working knowledge of other related disciplines. May act in a liaison capacity with other divisions and companies. May be an agent and spokesman for the company in the marketplace.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree in computer science, with 10 or more years related experience to a company system and products or 15 years experience performing related tasks .

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Program Manager

Minimum General Experience/Functional Responsibilities

Manages one or more groups of employees engaged in product development and support activity such as engineering services, product development, product documentation, certification, customer technical training, pre-sale or post-sale product support, field service engineers, or internal information systems and/or networks.

Receives assignments in the form of objectives and negotiates target dates with high-level management. Responsible for planning, execution, and control of the work tasks assigned to the group(s). Determines and coordinates the assignments of subordinates and provides technical and administrative assistance. Work is reviewed by senior management upon completion for adequacy in meeting objectives.

Frequently interacts with other managers at various management levels to ensure coordination of group's assignments with other related activities. Frequent contact with customers if responsible for pre-sale or post-sale activities.

Responsibilities include the review and evaluation of work performance of subordinates, making recommendations for salary changes, promotions, terminations, and leaves of absence. Implements and administers Company policies and procedures such as performance reviews and affirmative action plans.

Normally, responsible for the work of 4–10 engineering/software professionals. May manage through lower level supervisors.

Will perform other reasonable and related duties.

Minimum Education:

6 years 10 years related industry experience.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Project Supervisor

Minimum General Experience/Functional Responsibilities

Supervises employees engaged in product development and support activities in areas such as field service engineering, repair center activities, computer operations, electronic test, quality assurance, drafting, etc. The work performed by this group is usually of average complexity.

Assigns and receives assignments in relatively straight forward task oriented terms. Work is reviewed for soundness of judgment and overall quality and efficiency.

Monitors work operations on a daily basis and actively assists, or provides direction to, subordinates as required. Confers with engineering/software personnel and other management within and outside the group to resolve technical problems as necessary. Normally, supervises the work of 5-8 non-exempt (technicians, drafters, field service engineers and programmers). May supervise one or more group leaders. Meets the minimum requirements of executive exemption of the Fair Labor Standards Act by supervising the work of 2 or more non-exempt employees and not spending more than 20% of time doing non-exempt work. Typically reports to a Senior Staff Supervisor or high-level management.

Reviews and evaluates the work performance of subordinates. Recommends and administers salary changes, promotions, hiring, discipline, leaves of absence, and terminations. Implements company policies and procedures such as performance reviews and affirmative action plan.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree in a technical discipline or 6 years equivalent in work experience plus a minimum of 3 years of exempt level related work experience.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Quality Assurance Specialist

Minimum General Experience/Functional Responsibilities

Works in collaboration with executive level management and senior individual contributors to plan review & conduct Quarterly Plan & Procedures for technical projects or major phases of significant projects. May coordinate efforts of technical support staff in the performance of assigned projects. Assignments will be in one or more phases of the development cycle quality assurance for Company products.

Applies advanced principles, theories, and concepts to highly complex and important problems. Provides studies, evaluations, and recommendations to the solutions of these problems. Contributes to the development of new principles and concepts. Incumbent's opinions regarding industry trends, commercial applications, system proposals, or programming/software development, etc., are expected contributions from this position. Extensive originality, ingenuity, and independent judgement and a considerable degree of independence are expected. Contributions at this level may impact Company as well as industry direction in the areas of design, development and production of software or hardware and computer systems. On occasion, serves as organization consultant and representative on specialized projects or programs. Acts as advisor to top management and customers on advanced technical research and applications.

Minimum Education:

Bachelor's, degree in engineering with 4 years experience or 10 years of industry experience in a related technical discipline

Individuals performing satisfactorily at the level of competence may be considered for reclassification to this level.



Title: Scientist

Minimum General Experience/Functional Responsibilities

Coordinates and manages the activities of a technical group(s) engaged in the development and support of Company products such as product development, product documentation, certification, training, pre-sale and post-sale product support, field service engineering, or management information systems.

Typically manages through subordinate managers the coordination of activities of a section or department with responsibility for results in terms of costs, methods and employees. May be responsible for a functional area and may not have subordinate supervisors. May be responsible for developing organization's schedule and technical requirements.

Receives assignments in the form of objectives and negotiates target dates with management to meet objectives. Ensures that technical and/or administrative activities proceed according to schedule and technical requirements.

Maintains frequent contact with equivalent inter-organizational managers and customer representatives concerning projects making operational decisions, developing schedules, setting task requirements and working contractual clarifications. Responsible for recommending new administrative procedures and technical direction for assigned activities.

Recommends to higher management applicants to be hired, salary changes, promotions, and disciplinary actions. Responsible for administering Company programs and policies, such as, performance reviews and affirmative action plans.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree and 10 years related experience or 14 years industry experience with proven past performance.

Individuals performing at this level of competence may be considered for reclassification into this level.



Title: Sr. Electronics Engineer

Minimum General Experience/Functional Responsibilities

Under minimum supervision, provides technical support to internal and external customers, interfaces directly with product development and develops and refines new engineering techniques to enhance quality and productivity of electronic, telecommunication, and/or computer systems. Establishes performance and technical standards. Generates and approves project and testing specifications. Performs complex engineering analysis and design tasks. Prepares specifications and designs, and implements solutions.

Interfaces directly with the customer base or with the regional Company representative who, in turn interfaces with the customer. Performs technical tasks in support of installation and maintenance of many Company products and systems. Assignments include determining input/output processes and working parameters for hardware/software compatibility. Must be capable of relating all Company's and third party products to a particular discipline and giving direction and guidance during the implementation of these products. Participates in technical workshop, training and conducts technical presentations for customers. Assignments are generally performed at corporate location, but may be performed at customer site as required. May perform product certification tasks and assignments.

May be assigned as a technical leader providing day-to-day technical direction to a group of professionals performing support activities in the incumbent's field of expertise. Participates and leads the development of specialized standard practices and procedures utilized in customer support.

Demonstrates considerable originality and ingenuity to the solution of complex problems. Demonstrates a comprehensive knowledge of principles, theories, and concepts of a product specialization. Responsibly exercises a sizeable degree of self-direction and decision-making. Interfaces with development personnel and management.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree, or equivalent, in Electrical Engineering, Electronic Engineering, Electrical Engineering Technology, or similar technical discipline related to the Company products with 6 or more year's related experience or 12 or more years in the engineering field.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Sr. Engineer

Minimum General Experience/Functional Responsibilities

Under minimum supervision, represents the Company in response to customer reported problems. Provides technical support to internal and external customers, interfaces directly with product development and provides solutions to reported problems and answers to questions. Interfaces directly with the customer base or with the regional Company representative who, in turn interfaces with the customer. Communications are performed via the telephone, for the most part, but also in writing (letter, fax and electronic mail). Performs technical tasks in support of installation and maintenance of many Company products and systems. Assignments include determining input/output processes and working parameters for hardware/software compatibility. Must be capable of relating all Company's and third party products to a particular discipline and giving direction and guidance during the implementation of these products. Participates in technical workshop, training and conducts technical presentations for customers. Assignments are generally performed at corporate location, but may be performed at customer site as required. May perform product certification tasks and assignments.

May be assigned as a technical leader providing day-to-day technical direction to a group of professionals performing support activities in the incumbent's field of expertise. Participates and leads the development of specialized standard practices and procedures utilized in customer support.

Demonstrates considerable originality and ingenuity to the solution of complex problems. Demonstrates a comprehensive knowledge of principles, theories, and concepts of a product specialization. Responsibly exercises a sizeable degree of self-direction and decision-making. Interfaces with development personnel and management.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree in, engineering or a technical discipline related to the Company products with 6 or more year's related experience or 12 or more years in the engineering field.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Sr. Hardware Engineer

Minimum General Experience/Functional Responsibilities

Under minimum supervision, performs assignments of a highly complex nature in the development of Company products. Designs and develops reliable, cost-effective, products for manufacture and sale to end customers. The hardware designs produced must comply with all relevant standards and be well documented. Assignment will be in one or more phases of the engineering design cycle for the development of hardware products.

Assignments require the application of sound engineering principles, practices and techniques. Independent judgment is required in the solution of engineering problems and adaptation of engineering alternatives. Assignments may include some work that is typical of a higher level engineer. Interacts with other engineers in the same or other departments.

Will perform other reasonable and related duties.

Minimum Education:

A Bachelor's degree in engineering with 2 to 4 years of applicable experience or 8 to 10 years experience in engineering or a technical discipline.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Sr. Industrial Engineer

Minimum General Experience/Functional Responsibilities

Under minimum supervision, determine the most effective ways for an organization to use the basic factors of production, people, machines, materials, information, and energy to make a product or to provide a service. Bridge between management goals and operational performance being concerned with increasing productivity through the management of people, methods of business organization, and technology.

Develop management control systems to aid in financial planning and cost analysis, design production planning and control systems to coordinate activities and ensure product quality, and design or improve systems for the physical distribution of goods and services

Assignments include determining input/output processes and working parameters for hardware/software compatibility. Must be capable of relating all Company's and third party products to a particular discipline and giving direction and guidance during the implementation of these products. Participates in technical workshop, training and conducts technical presentations for customers. Assignments are generally performed at corporate location, but may be performed at customer site as required.

May be assigned as a technical leader providing day-to-day technical direction to a group of professionals performing support activities in the incumbent's field of expertise. Participates and leads the development of specialized standard practices and procedures utilized in customer support.

Demonstrates considerable originality and ingenuity to the solution of complex problems. Demonstrates a comprehensive knowledge of principles, theories, and concepts of a product specialization. Responsibly exercises a sizeable degree of self-direction and decision-making. Interfaces with development personnel and management.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree in, Industrial Engineering or a technical discipline related to the Company products with 6 or more year's related experience or 12 or more years in the Industrial Engineering field.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Sr. Logistic Analyst

Minimum General Experience/Functional Responsibilities

Under minimum supervision directs and coordinate program activities designed to provide subcontractors, management, and customers with logistics technology that ensures effective and economical support concerned for servicing of products, systems, or equipment. Develop and implement program activities, coordinate efforts of subcontractors, production departments, and field service personnel, and resolve problems in area of logistics to ensure meeting of contractual commitments.

Develop and initiate preparation of handbooks, bulletins, and information systems to provide and supply logistics support. Compile data on standardization and interchangeability of parts to expedite logistics activities. Determine logistic support sequences and time phasing, problems arising from location of operational area, and other factors, such as environmental and human factors affecting personnel. Perform special research or technical studies critical to logistic support functions. Utilize computer techniques for analysis, simulation or information systems and documentation. Maintain administrative control of on site parts inventory. Purchase parts from various vendors when required. Purchase depot support for repairs when required. Assignments are generally performed at corporate location, but may be performed at customer site as required. May perform product certification tasks and assignments.

Will perform other reasonable and related duties.

Minimum Education:

Two years college in administration or equivalent plus two years experience in a related field. Knowledge of inventory control, standard accounting methods and administration procedures. A minimum of five years experience utilizing USAF supply systems and a thorough knowledge of commercial procurement procedures.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Sr. Principal System Engineer

Minimum General Experience/Functional Responsibilities

Performs high level tasks in the area of system integration or project management. Determines assignments for system engineering personnel including determining and/or developing system specifications, input/output processes, and working parameters for hardware/software compatibility. As a project manager, will be responsible for managing and scheduling of processes to meet internal or contractual commitments. Assignments require finding solutions to complex problems and adaptation of alternatives. Acts as project lead, sets assignments for work on high-level engineering projects. Reviews assigned projects, which require the interruption sound system engineering practices and techniques. Interaction with other professionals in other areas of the Company is required.

Will perform other reasonable related duties.

Minimum Education:

Bachelor's degree in computer science, engineering or a technical discipline with up to 4 years applicable experience or 10 or more years experience working in an information technology or MIS environment in a technical area.

Individuals performing at this level of competence may be considered for reclassification into this level.



Title: Sr. Scientist

Minimum General Experience/Functional Responsibilities

Independently, performs as a recognized technical expert in the area of system integration or project management. Assignments will result in studies, evaluations, and recommendations and solutions to highly complex and important engineering or technical problems. Opinions regarding engineering trends, systems proposals, or technical specifications are highly valued by associates. Extensive originality, ingenuity and independent judgement and a sizable degree of self-direction and decision-making are expected. May act as an official representative of the Company. Usually reports to the CEO or senior executive.

Will perform other reasonable and related duties.

Minimum Education:

A Ph.D. in engineering or a related technical discipline with a minimum of 6 years applicable experience or a Master's degree in an engineering or technical discipline with a minimum of 8 years related experience or 15 years of documented past performance in a related field.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Sr. Software Engineer

Minimum General Experience/Functional Responsibilities

Under minimum supervision analyzes, designs, develops and maintains software applications and management information systems used in such areas as Engineering, Finance, Accounting, Human Resources, Manufacturing or customer support organizations. Assignments are of project complexity and require the use of independent judgment within the company guidelines, and the application of programming principles, concepts and techniques. Works as project leader or head programmer, reviewing software programs for soundness of technical judgment, timeliness, adequacy, and accuracy.

Regularly interacts with employees and management in own department and other areas of the company. On occasion, may interact with personnel outside the company.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree in Computer Science or Management Information Systems related discipline with up to 6 years of applicable experience or 12 years applicable experience in a software development area.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Sr. System Administrator

Minimum General Experience/Functional Responsibilities

Under minimum supervision, represents the Company in response to customer reported problems and to situations presented that require diverse and expert knowledge of product. Provides technical support to internal and external customers, interfaces directly with product development and provides solutions to reported problems and to situations presented. Performs technical tasks in support of installation, maintenance and use of Company products. Assignments may include determining and/or developing software specifications, input/output processes and working parameters for hardware/software compatibility. Must be capable of relating all Company's products to a particular discipline and giving direction and guidance during the development and implementation of Company products. May participate in technical workshops, training and conduct technical presentations for customers. Assignments are but may be performed at customer site, as required. Participates in consulting functions and services. Provides technical guidance and direction to lower professionals. May perform product certification assignments.

May be assigned as a technical leader providing day-to-day technical direction to a group of professionals performing support activities in the incumbent's field of expertise. Participates and leads the development of specialized standard practices and procedures utilized in customer support. Assignments require extensive originality, ingenuity and independent judgment to the development solutions to complex problems. Demonstrates a comprehensive knowledge of principles, and concepts of a product specialization.

Applies extensive expertise as a generalist or as a specialist and has a working knowledge of interrelationship or products. Responsibly exercises a sizable degree of self-direction and decision-making.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree in computer science, engineering or a discipline related to Company's products, with 8 years related experience or 12 years of on the job experience performing similar tasks.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Sr. System Analyst

Minimum General Experience/Functional Responsibilities

Under general supervision analyzes, designs, develops and maintains software applications and management information systems used in such areas as Finance, Accounting, Human Resources, Manufacturing or customer support organizations. Assignments are of moderate complexity and require the use of independent judgment within the company guidelines, and the application of programming principles, concepts and techniques. Work is reviewed for soundness of technical judgment, timeliness, adequacy, and accuracy.

Regularly interacts with employees and management in own department and other areas of the company. On occasion, may interact with personnel outside the company.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree in Computer Science or Management Information Systems related discipline with up to 4 years of applicable experience or 10 years applicable experience in a software development area.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Sr. System Engineer

Minimum General Experience/Functional Responsibilities

Performs tasks at a high level in the area of system integration or project management, represents the Company in response to customer reported problems. Provides technical support to internal and external customers, interfaces directly with product development and provides solutions to reported problems and answers to questions. Interfaces directly with the customer base or with the regional Company representative who, in turn interfaces with the customer. Communications are performed via the telephone, for the most part, but also in writing (letter, fax and electronic mail). Assignments may include determining and/or developing system specifications, input/output processes, and working parameters for hardware/software compatibility. As a project manager, will be responsible for managing and scheduling of processes to meet internal or contractual commitments. Assignments require finding solutions for problems and adaptation of alternatives. May be assigned projects, which require the application of standard practices and techniques. Interaction with other professionals in other areas of the Company is often required.

Will perform other reasonable related duties.

Minimum Education:

Bachelor's degree in computer science, engineering or a technical discipline with 4 years applicable experience or 8 or more years experience working in an information technology or MIS environment in a technical area.

Individuals performing at this level of competence may be considered for reclassification into this level.



Title: Sr. Technician

Minimum General Experience/Functional Responsibilities

This technical position requires primarily application of a practical knowledge of: (1) the methods and techniques of engineering, systems analysis, or architecture; and (2) the construction, application, properties, operations, and limitations of engineering systems, processes, structures, machinery, devices, and materials. The incumbent will provide technical support to internal users, interface occasionally with product development personnel and provide solutions to reported problems and answers to users' questions.

The incumbent has the ability to work on assignments that are complex in nature and requires judgment and initiative in resolving problems and making recommendations. The incumbent has the ability to determine the methods and procedures to use on new assignments and may provide training and guidance to non-exempt personnel. Incumbent manages work of lower graded technicians to insure quality and project completion. Incumbent is expected to work without supervision.

Will perform other reasonable related duties as assigned.

Minimum Education:

At least three (3) years college in any discipline relating to engineering technology or the equivalent of eight (8) years experience in a related field.

Individuals performing at this level of competence may be considered for reclassification to this level .



Title: Subject Matter Expert 1

Minimum General Experience/Functional Responsibilities

With minimum supervision, perform special tasks and assignments, which require the regular and consistent use of discretion and judgment. Such duties may include preparation and coordinating special management studies, unit operating practices, and new systems or revisions of established procedures. Coordinates collection and preparation of reports or other statistics. Prepares reports including conclusion and recommendation for solution of administrative problems. May issue and interpret operating procedures. Reviews and answers associated correspondence or business inquiries from designated managers or assigned personnel. May interview job applicants and recommend appropriate action. May act as the Administrative Office Manager of a regional office. Typically reports to high-level of management.

Will perform other reasonable duties as assigned.

Minimum Education:

Bachelor's degree preferred with more than 6 years related experience performing administrative duties or 10 years of office experience and must have demonstrated the ability to perform major administrative tasks.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Subject Matter Specialist

Minimum General Experience/Functional Responsibilities

Under general supervision, perform special tasks and assignments, which require the regular and consistent (more than 50% of the time) use of discretion and judgment. Such duties may include preparation and coordinating special management studies, unit operating practices, and new systems or revisions of established procedures. Coordinates collection and preparation of reports or other statistics. Prepares reports including conclusion and recommendation for solution of administrative problems. May issue and interpret operating procedures. Reviews and answers associated correspondence or business inquiries from designated managers or assigned personnel. May interview job applicants and recommend appropriate action. May act as the Administrative Office Manager of a regional office. Typically reports to a office manager or high-level of management.

Will perform other reasonable duties as assigned.

Minimum Education:

Bachelor's degree preferred with more than 4 years related experience performing administrative duties or 8 years of office experience and must have demonstrated the ability to perform major administrative tasks. Lower level clerical duties may be required and will not constitute more than 20% of the general duties.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Switching System Technician

Minimum General Experience/Functional Responsibilities

Maintains the technical aspects of the telephone switching system(s), including system maintenance, data and computer peripheral equipment. Provides technical assistance to technicians performing maintenance and modification to the existing systems.

- Provide technical and equipment interface with local vendors for cut over of services, restoration and other government leased circuits
 - Perform Preventive Maintenance Inspections
 - Analyze, through diagnostics, problem areas in telephone system and takes appropriate action to eliminate problems
 - Configure software and hardware on digital switching system
 - Monitor and maintain technical aspects of operating a digital telephone system
 - Provide system analyses for decisions associated with software and hardware configurations of the telephone system(s)
 - Ability to effectively communicate with others
 - Other duties as assigned
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- Knowledge of digital telecommunications systems
 - Knowledge of computer systems
 - Knowledge of telecommunications computer software/hardware configuration
 - Knowledge of supervisory practices and principles
 - Skill in telephone system maintenance procedures
 - Skill in networking, trunking and routing
 - Good customer service and public contact skills essential

Will perform other reasonable and related duties.

Minimum Education:

High School Diploma or equivalent and 3 years hands-on experience in installation, operation and maintenance on the switching systems(s). Completion of appropriate technical training programs and system certification courses.

Individuals performing at this level of competence may be considered for reclassification into this level.



Title: System Administrator

Minimum General Experience/Functional Responsibilities

Under minimum supervision, represents the Company in response to customer reported problems and to situations presented that require diverse and expert knowledge of product. Provides technical support to internal and external customers, interfaces directly with product development and provides solutions to reported problems and to situations presented. Performs technical tasks in support of installation, maintenance and use of Company products. Assignments may include determining and/or developing software specifications, input/output processes and working parameters for hardware/software compatibility. Must be capable of relating all Company's products to a particular discipline and giving direction and guidance during the development and implementation of Company products. May participate in technical workshops, training and conduct technical presentations for customers. Assignments are but may be performed at customer site, as required. Participates in consulting functions and services. Provides technical guidance and direction to lower professionals. May perform product certification assignments.

May be assigned as a technical leader providing day-to-day technical direction to a group of professionals performing support activities in the incumbent's field of expertise. Participates and leads the development of specialized standard practices and procedures utilized in customer support. Assignments require extensive originality, ingenuity and independent judgment to the development solutions to complex problems. Demonstrates a comprehensive knowledge of principles, and concepts of a product specialization.

Applies extensive expertise as a generalist or as a specialist and has a working knowledge of interrelationship or products. Responsibly exercises a sizable degree of self-direction and decision-making.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree in computer science, engineering or a discipline related to Company's products, with 4 years related experience or 8 years of on the job experience performing similar tasks.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: System Analyst

Minimum General Experience/Functional Responsibilities

Under general supervision, performs assignments of moderate complexity in the development of company engineering and software products. Assignments will be in one or more of the following areas: designing and writing compilers, assemblers, user interfaces, databases, graphic tools, network communications and/or application software for engineering, earth sciences, electronic publishing and related markets. May write test plans for certifying new software. May conduct tests on new software.

Assignments require the use of independent judgment and the application of programming/software principles, theories and concepts. Contacts are primarily with immediate supervisor and other professionals in the group. May have interaction with personnel outside of the company.

Will perform other reasonable and related duties.

Minimum Education:

Bachelor's degree in Computer Science or related discipline with up to 2 years of applicable experience or 8 years applicable experience in a software development area.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Tech Data Specialist

Minimum General Experience/Functional Responsibilities

Under limited supervision, this series covers positions involved in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information. Information technology employed includes computers, network components, peripheral equipment, software, firmware, services, and related resources.

This series includes but is not limited to work that involves the planning, development, implementation, and administration of systems for the acquisition, storage, and retrieval of data. Prepares field service reports and records as required by standard company field service procedures.

Will perform other reasonable and related duties.

Minimum Education:

Education/training in computer systems hardware and software is required with 2 or more years of experience.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Technical Writer

Minimum General Experience/Functional Responsibilities

Under general supervision should help create documentation that is complete, accurate, and accessible to the user in style and presentation. Should gather all available technical or contractual information and convey it accurately and in an effective manner as defined by the Sr. Technical Writer for each project or contract.

Writer should demonstrate progress or report regularly, and should meet deadlines or give adequate notice if that is not possible.

The copyrights for material created by salaried (W2) employees belong to the employer.

Will perform other reasonable duties as assigned.

Minimum Education:

Two years of college with 2 years of related experience performing technical writing duties or 6 years of related experience performing technical writing duties Must be proficient with automated word processor applications like MS Word, WordPerfect, etc.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Technician (Engineering)

Minimum General Experience/Functional Responsibilities

Under limited supervision, this series includes technical positions that require primarily application of a practical knowledge of: (1) the methods and techniques of engineering or architecture; and (2) the construction, application, properties, operations, and limitations of engineering systems, processes, structures, machinery, devices, and materials. The incumbent will provide technical support to internal users, interface occasionally with product development personnel and provide solutions to reported problems and answers to users' questions with little or no assistance from others.

The incumbent has the ability to work on assignments that are moderately complex in nature where judgment is required in resolving problems and making routine recommendations. The incumbent normally receives no instructions on routine work, and general instructions on new assignments. The position does not require professional knowledge as represented by the completion of a professional curriculum leading to a bachelor's degree.

Will perform other reasonable related duties as assigned.

Minimum Education:

Two years college related to any discipline relating to engineering technology or the equivalent of 4 years experience in a related field.

Individuals performing at this level of competence may be considered for reclassification to this level.



Title: Telecommunications System Manager

Minimum General Experience/Functional Responsibilities

Administers and manages all technical aspects of the Base Telecommunication Systems (BTS). Supervises and provides technical direction to technicians performing maintenance and modification to the existing systems. Has technical expertise in all phases of the system including design, installation, configuration, modification and maintenance.

- Primary on-site point of contact for Altech
 - Supervise activities of Altech's technicians
 - Provide technical advice, direction, and oversight
 - Identify and coordinate verbally with the communications-Computer System Officer (CSO) on any scheduled service outages
 - Provide technical support for government engineering and installation
 - Provide status reports to the Program Manager
 - Ability to effectively communicate with others
 - Other duties as assigned
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- Knowledge of digital telecommunications systems
 - Knowledge of telecommunications computer software/hardware configuration
 - Knowledge of supervisory practices and principles
 - Good customer service and public contact skills essential

Will perform other reasonable and related duties. The Company reserves the right to change duties as requirements dictate.

Minimum Education:

High School Diploma or equivalent and 3 years hands-on experience in installation, operation and maintenance on the bases switching systems(s), including 2-years in supervisory capacity. Completion of appropriate technical training programs and system certification courses.

Individuals performing at this level of competence may be considered for reclassification into this level.



Title: Telecommunications Systems Technician

Minimum General Experience/Functional Responsibilities

Maintains all aspects of telephone system including but not limited to, wire and cable facilities and equipment, the telephone system and all peripheral equipment.

- Survey and inspects existing wire and cable equipment
- Responsible for troubleshooting, configuration and repair of voice/data communications equipment
- Maintain facility records of cable equipment
- Design and modifies wire and cable conditions
- Modify records as required to reflect existing conditions
- Install line sets and associated wires and cables
- Install key systems and associated wire and cable
- Install building wire and cable
- Analyze, through diagnosis, problem areas in the telephone system and takes appropriate action to eliminate problems
- Other duties as assigned

Telecommunications technicians work both indoors and outdoors, and have considerable contact with customers. They may work in telephone exchanges, computer and equipment rooms, installation or service depots, or may be required to work in trenches and underground tunnels or at heights on towers and poles.

- Knowledge of wiring and installation
- Knowledge of a telecommunications system
- Knowledge of data transmission as it pertains to the telephone system
- Skill in maintaining telephone systems
- Good customer service and public contact skills essential

Will perform other reasonable and related duties. The Company reserves the right to change duties as requirements dictate.

Minimum Education:

Premise Equipment Technician will have 2 years experience in premise equipment (transmission equipment, ancillary equipment, auxiliary equipment, customer premise equipment), inside plant cable and outside plant equipment installation, operation and maintenance of the equipment.

OSP Technician will have 2 years experience in installation and maintenance of copper and fiber optic cable (aerial, buried and underground), protected terminals, cable grounding systems, manhole and conduit systems, connectors and distribution frame, and in terminating, splicing (including fiber optic mechanical and fusion splicing), locating, marking, testing, tagging, and cross-connecting.



GSA IT Professional Services Price List

Administrative Analyst	\$ 19.72
Administrative Assistant	\$ 25.21
Adv. Trainee Elect. Engineer	\$ 27.35
Analyst	\$ 40.96
Data Transcriber	\$ 28.56
Database Management Specialist	\$ 55.06
Data Entry Clerk	\$ 23.02
Engineer	\$ 41.60
Information Technology Specialist	\$ 49.89
Instructor	\$ 37.43
Journeyman Elect. Engineer	\$ 38.31
Journeyman System Engineer	\$ 38.38
Jr. Engineer	\$ 30.32
Jr. Technician	\$ 28.50
Principal Engineer	\$ 89.88
Program Director	\$ 72.77
Program Manager	\$ 61.07
Project Supervisor	\$ 42.41
Quality Assurance Supervisor	\$ 49.97
Scientist	\$ 123.74
Sr. Electronic Engineer	\$ 47.27
Sr. Engineer	\$ 44.25
Sr. Hardware Engineer	\$ 63.93
Sr. Industrial Engineer	\$ 55.49
Sr. Logistics Analyst	\$ 34.73
Sr. Principal System Engineer	\$ 100.97
Sr. Scientist	\$ 128.01
Sr. Software Engineer	\$ 63.93
Sr. System Administrator	\$ 34.88
Sr. System Analyst	\$ 54.70
Sr. System Engineer	\$ 84.83
Sr. Technician	\$ 38.07
Subject Matter Expert I	\$ 104.36
Subject Matter Specialist	\$ 49.50
Switching System Technician	\$ 42.32
System Administrator	\$ 23.89
System Analyst	\$ 47.26
Technical Data Specialist	\$ 30.55
Technical Writer	\$ 36.06
Technician	\$ 30.55
Telecomm System Manager	\$ 41.54
Telecomm System Technician	\$ 33.54